As a staff member at Curtin, you have obligations and responsibilities. All policies are available at http://www.policies.curtin.edu.au/

**Important Policies**

Particular attention is drawn to the following policies:

- Curtin is committed to being fully compliant with all relevant legislation, regulations, licenses, and recognised industry and professional codes that govern its daily operations as a higher education provider and as a large-scale organisation. For detailed information see http://www.legal.curtin.edu.au/compliance/.
- Staff are expected to respect and honour the Values of the University in the course of their work, see http://policies.curtin.edu.au/values/.
- Staff are bound by their obligations in Curtin's Disabilities Access and Inclusion Plan (http://life.curtin.edu.au/health_wellbeing/DAIP.htm), the Disability Standards for Education 2005, and Disability legislation which includes the amendment directing that all curricula be inclusive, see http://life.curtin.edu.au/health_wellbeing/daip_disability_legislation.htm
- See also policies on Academic Misconduct/Plagiarism; ICT Use; Grievance and Complaint Management; Confidentiality; Conflict of Interest; Copyright Issues; Course Development and Management; Ethics; Equity and Social Justice (including Equal Opportunity); Occupational Safety and Health (including maximum number of students in a classroom); Public Interest Disclosure; Research and Development (including Intellectual Property); Record Keeping Responsibilities; and Student related policies and procedures. See http://policies.curtin.edu.au/findapolicy/.
- For staff obligations and responsibilities, see http://hr.curtin.edu.au/staff_obligations.cfm.

**Responding to Emergencies**

**Teaching staff are responsible for managing an emergency until help arrives.** If you are in charge of a lecture theatre, library, classroom or teaching laboratory, you must act as a warden until an appointed warden arrives to take over. For example, if you hear the evacuation alarm signal you must:

- direct the students to place chairs, large bags etc. under desks or benches and await instructions
- if time permits, turn off electrical devices and/or equipment and discontinue laboratory operations, and
- in a controlled sequence, move along gangways to main aisles and exit in an orderly manner through the nearest appropriate exit.
RESPONDING TO EMERGENCIES

For life-threatening emergencies (Fire, Police or Ambulance):

Call 000 from an internal phone

Call 000 from an external or mobile phone.

Only call 000 if you are seeking an emergency response from Police, Fire or Ambulance Services. In all other situations call Curtin Security.

For general Security assistance including non-life threatening emergencies:

Call 4444 from an internal phone

Call 9266 4444 from an external or mobile phone.

Text Emergency Call – Dial 106

People who use a TTY (teletypewriter) or computer with a modem to access the telephone network can call emergency services via the National Relay Service. This service is not available to people who do not rely on text-based communication.

For details on responding to emergencies on campus, see http://properties.curtin.edu.au/security/security_nums.cfm.